

ENABLING CODES, ORDINANCES AND RESOLUTIONS

The following provides the history of codes, ordinances and resolutions affecting the formation, policies and procedures of each board, commission and committee. For the most part, enabling resolutions and resolutions containing major changes to the enabling resolutions are presented in their entirety. Minor changes, such as the number of members or residency requirements, are noted within the body of the original resolution.

Architectural Standards Committee: Enabling Resolution 1995-27; establishing the Committee as an advisory body to the Planning Commission.

Art Selection Panel: Resolution 1992-78, adopting public art selection policies and procedures and establishes the Art Selection Panel, rescinding resolution 1988-185.

Arts Commission: Enabling Resolution 1996-37; revising Resolution 1988-214.

Building Board of Appeals: Resolution 2002-104, rescinding Resolution 1991-279 and Resolution 1996-31; and amending Resolution 1995-44 pertaining to the Building Board of Appeals.

Community Services Commission: Enabling Resolution 2003-133, Amending Resolutions 1996-36; amending Resolutions 1993-99, 1988-215 & 1986-21.

Conceptual Development Advisory Committee: Enabling Resolution 1994-17; rescinding Resolution 1992-147.

Development Review Committee: Town Code, Chapter 29, Article II, Division 5, Section 29.20.455 et seq.

General Plan Committee: Enabling Resolution 1998-49; rescinding Resolution 1996-88.

Historic Preservation Committee: Enabling Resolution 1994-16; rescinding Resolution 1990-150; Town Code, Chapter 29, Article VIII, Division 3, Section 29.80.225 & Section 29.80.227, Ordinance 2041.

Library Board: California Education Code; Article 2, Section 18910 et seq.

Parking Authority: Resolution 2002-102 (See Transportation and Parking). Town Council to be Parking Authority.

Parks Commission: Resolution 2004-3, rescinding Resolution 2002-103, Town Code, Chapter 19, Article II, Section 19.20.010 et seq. (Ordinances 817, 898, 2018 and 2039).

Personnel Board: Town Code, Chapter 2, Article III, Division 6, Section 2.30.930 et seq. (Ordinance 1593)

Planning Commission: Town Code, Chapter 20, Article II, Sections 20.20.010 et seq. (Ordinance 986); (Resolution 2001-001 & Resolution 98-059, Fee Schedules), Resolution 2001-42 amending policy and procedure and rescinding 1998-187.

Redevelopment Agency: Town Code, Chapter 20, Article III, Section 20.30.010 et seq. (Ordinance 1806)

Rent Advisory Committee: Resolution 1991-201 amending membership; Resolution 1991-24, establishing the committee and rescinding Resolutions 1985-124 and 1980-162.

Sister City Committee: Resolution 1975-112; continuing the committee established by Resolution 1972-68.

Transportation and Parking Committee: Resolution 2002-102 rescinding Resolutions 1991-205 and 1988-218.

DISCONTINUED COMMITTEES AND BOARDS

Redevelopment Advisory Committee: Dissolving Committee 2001-10RD, Enabling Resolutions 1999-6RD, 1991-41, 1996-8RD, 1994-18. 1994-9RD.

Parking Commission: Dissolving Committee Resolution 2002-102 (See Transportation and Parking), rescinding Resolution 1991-205, Resolution 1988-218, Resolution 1984-144.

Trails Committee:

News Rack Committee:

COMMUNITY SERVICES COMMISSION

RESOLUTION 2003 - 133

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE **COMMUNITY SERVICES COMMISSION** ENABLING RESOLUTION

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Community Services Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

(1.) Membership - Organization

- (a.) The Community Services Commission consists of nine (9) members: Seven (7) are voting members over eighteen years of age. Their terms of office are three (3) years and until their successors are appointed. Two (2) members of the Commission shall, at the time of their appointment, have completed the ninth grade, shall be students enrolled in an accredited school, and shall be no more than eighteen (18) years old. These commissioners may make or second motions but may not vote. Their terms are one year and begin October 1.

The Commission's membership shall, to the extent possible, reflect the social and economic diversity of the Los Gatos community.

The members' terms of office are staggered and overlapped so that the terms of no more than one-third of the members expire each year.

The Town Council shall fill any vacancies occurring during the term of the Commission. The Community Services Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.

- (b) Five voting members of the Commission shall constitute a quorum for the purpose of transacting business. Any member shall have the right to present a minority view to the Town Council in reference to any report or recommendation the Commission makes.
- (c) Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of Resolution 1987-16.
- (d) The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following.)
- (e) Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.
- (f) Meeting attendance requirements will conform with current Town Resolution.

(2.) Duties and Functions

- (a.) The duties and functions of the Commission shall be to ensure that the goals and objectives contained in the Human Service Element of the General Plan are implemented. Specific activities include, but are not limited to, the following:
1. Assist the Town in coordinating its community services programs with other agencies and organizations, public and private.
 2. Advise the Town on emerging community needs and the development of new programs.
 3. Establish and maintain a human services inventory. The inventory shall be posted in key public buildings in the Town.

4. Periodically review the Human Services Element and recommend changes needed to meet new conditions and to respond to the changing community environment.
- (b.) The Commission shall identify the housing and the human service needs of persons of all ages in the Town and its sphere of influence, examine existing privately and publicly supported programs in those fields, evaluate such programs, develop plans for the creation of new programs, and make recommendations to the Town Council.
- (c.) The Commission shall make recommendations to Town Council concerning projects to be included in funding applications under the Housing and Community Development Act of 1974 and perform the duties necessitated by the Act upon the request of Town Council.
- (d.) In developing recommendations to the Town Council, the Commission should:
 1. Elicit the interest and support of various relevant community individuals and groups.
 2. Study and examine sources of public and private funding to meet housing and community service needs.
 3. Evaluate the effectiveness of existing programs and make constructive suggestions for improvement.
 4. Examine ways to minimize and/or eliminate overlapping and duplicative services.
- (e.) The Commission may send representatives, when appropriate, to other bodies or commissions.
- (f.) The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that Resolution 1996-36 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 3rd day of November, by the following vote:

COUNCIL MEMBERS:

AYES:	Steve Glickman, Diane McNutt, Joe Pirzynski, Mike Wasserman, Mayor Sandy Decker.
NAYS:	None
ABSENT:	None
ABSTAIN:	None

SIGNED /s/ Sandy Decker
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:
/s/ Marian V. Cosgrove
CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTENDANCE REQUIREMENTS PLANNING COMMISSION

RESOLUTION NO. 2003 - 137

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS RESCINDING RESOLUTION 1988-173 AND ESTABLISHING ATTENDANCE REQUIREMENTS FOR MEMBERS OF THE TOWN PLANNING COMMISSION

WHEREAS, the efficient conduct of the Town's business requires the attention of all members of appointive commissions, committees, and boards of the Town; and

WHEREAS, the absence of such members can weaken the efforts and effectiveness of the Town's advisory bodies; and

WHEREAS, it is in the interest of the Town to require reasonable attendance by members at the meetings of such commissions, committees, and boards; and

WHEREAS, Resolution 1988-173 currently governs the attendance policy for all appointive commissions, committees, and boards of the Town; and

WHEREAS, the Town Council now desires to rescind Resolution 1988-173 and adopt a new attendance policy for the Planning Commission; and

WHEREAS, the attendance policy for all other appointive commissions, committees, and boards of the Town shall be governed by separate resolution.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DOES HEREBY RESOLVE THE FOLLOWING:

1. Resolution 1988-173 is hereby rescinded.
2. All members of all appointive Town commissions, committees, and boards should attend all regular meetings of said commissions, committees, and boards.
3. Any Planning Commission member who is absent from eight (8) regular meetings held in a twelve (12) month period, shall, as a result, surrender his or her office on the Planning Commission and the office shall be considered vacant.
4. At the Mayor's request, the member may continue to serve until his or her successor is appointed. The vacant position shall be filled by appointment by a majority vote of the Town Council, for a term equal to the unexpired portion of the office vacated. Any

member removed from office due to non-attendance may re-apply to serve on a Town commission, committee, or board.

5. A commission, committee, or board member may be removed from the commission, committee, or board prior to the end of his or her term by a four-fifths (4/5) vote of the Town Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 1st day of December, 2003, by the following vote:

COUNCIL MEMBERS:

AYES: Sandy Decker, Diane McNutt, Mike Wasserman,

NAYS: Joe Pirzynski, Mayor Steve Glickman

ABSENT: None

ABSTAIN: None

SIGNED:

/s/ Steve Glickman
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

/s/ Marian V. Cosgrove
CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTENDANCE

RESOLUTION NO. 2003 - 136

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS REPLACING RESOLUTION 1988-173 AND ESTABLISHING ATTENDANCE REQUIREMENTS FOR MEMBERS OF ALL TOWN COMMISSIONS, COMMITTEES, AND BOARDS, EXCEPT THE PLANNING COMMISSION

WHEREAS, the efficient conduct of the Town's business requires the attention of all members of appointive commissions, committees, and boards of the Town; and

WHEREAS, the absence of such members can weaken the efforts and effectiveness of the Town's advisory bodies; and

WHEREAS, it is in the interest of the Town to require reasonable attendance by members at the meetings of such commissions, committees, and boards; and

WHEREAS, Resolution 1988-173 currently governs the attendance policy for all appointive commissions, committees, and boards of the Town; and

WHEREAS, the Town Council now desires to replace the policy contained in Resolution 1988-173 with the attendance policy stated below for all appointive commissions, committees, and boards of the Town, with the exception of the Planning Commission; and

WHEREAS, the attendance policy for the Planning Commission shall be governed by separate resolution, as its members attend many more regularly scheduled meetings.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DOES HEREBY RESOLVE THE FOLLOWING:

1. All members of all appointive Town commissions, committees, and boards should attend all regular meetings of said commissions, committees, and boards.
2. Any member of an appointive Town commission, committee, or board, with the exception of the Planning Commission, who is absent from four (4) regular meetings held in a twelve (12) month period, shall, as a result, surrender his or her office on the commission, committee, or board and the office shall be considered vacant.
3. At the Mayor's request, the member may continue to serve until his or her successor is appointed. The vacant position shall be filled by appointment by a majority vote of the

Town Council, for a term equal to the unexpired portion of the office vacated. Any member removed from office due to non-attendance may re-apply to serve on a Town commission, committee, or board.

4. A commission, committee, or board member may be removed from the commission, committee, or board prior to the end of his or her term by a four-fifths (4/5) vote of the Town Council.
5. This Resolution supercedes Resolution 1988-173 with regards to all appointive Town commissions, committees, and boards, with the exception of the Planning Commission.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 1st day of December, 2003, by the following vote:

COUNCIL MEMBERS:

AYES: Sandy Decker, Diane McNutt, Joe Pirzynski, Mike Wasserman,
Mayor Steve Glickman.

NAYS: None

ABSENT: None

ABSTAIN: None

SIGNED:

/s/ Steve Glickman
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

/s/ Marian V. Cosgrove
CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

PARKS COMMISSION

RESOLUTION 2004 - 3

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS RESCINDING RESOLUTION 2002-103 AND ESTABLISHING THE PARKS COMMISSION

WHEREAS, Section 19.20.010 of the Los Gatos Town Code states that the Town Council shall establish a Parks Commission; and

WHEREAS, Resolution 2002-103 established the Parks Commission; and

WHEREAS, the Town Council now desires to rescind Resolution 2002-103 and establish a Parks Commission with advisory oversight for issues related to public parks, off-street trails, open space, grounds, street trees, and Town beautification.

**NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
DOES HEREBY RESOLVE AS FOLLOWS:**

There is hereby created a Parks Commission for the Town.

- (1.) The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
- (2.) Membership/Organization
 - a. The Parks Commission shall consist of nine (9) members, seven (7) adults, two (2) students. All commissioners shall be appointed by the Town Council.
 - b. Six (6) adult members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos, California; one (1) adult member may reside within the incorporated municipal limits of the Town of Los Gatos or of the City of Monte Sereno, California. Two (2) youth members shall reside within the incorporated municipal limits of the Town of Los Gatos, California and attend any accredited school; or reside in the unincorporated areas of the County of Santa Clara, California, which have a Los Gatos mailing address, and attend a school located within the Town of Los Gatos.
 - c. Two (2) youth members of the Commission shall, at the time of their appointment, have completed the ninth grade, and shall be no more than eighteen (18) years old.
 - d. The Commission shall develop a procedure regarding recruitment of youth members for Council approval. The terms of office of the student members shall be one (1)

year, commencing October first and ending September thirtieth.

- e. The terms of office of all other members of the Commission shall be four (4) years and until their successors are appointed and qualify. The members' terms of office are staggered and overlapped so that the terms of no more than one-third of the members expire each year.
 - f. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the current Council policy.
 - g. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following.)
 - h. The Parks Commission shall hold regular meetings at least once a month, and, at the discretion of the Commission, such other meetings as may be necessary or expedient. A majority of the Parks Commission shall constitute a quorum for the purpose of transacting the business of the Commission. The Parks Commission shall elect a Chair and a Vice-Chair, both of whom shall serve at the pleasure of the Commission. Terms of office shall be for one (1) year and shall begin on the first meeting in March and end the following March.
 - i. Staff services as required shall be provided to the Parks Commission by the Director of Parks and Public Works, who shall also serve as Secretary of the Commission without vote.
 - j. Meeting attendance requirements will conform with current Town Resolution.
 - k. The Secretary of the Parks Commission shall keep a record of all proceedings, resolutions, findings, determinations, and transactions of the Commission, which records shall be a public record, and a copy of which shall be filed with the Town Clerk.
- (3.) Powers and duties. The duties of the Parks Commission shall be to:
- a. Act in an advisory capacity to the Town Council in matters pertaining to public parks, off-street trails, open space, grounds, street trees, and Town beautification, and to cooperate with other governmental agencies and civic groups in the advancement of sound planning and programming for parks and street trees.
 - b. Review policies and procedures on park, trail, open space, street tree, and

beautification programs for approval by the Town Council.

- c. Review periodic inventories of parks, street tree, trails, open space, and beautification services that exist or may be needed, and interpret the needs of the public, within these areas, to the Town Council.
 - d. Aid in coordinating the park, open space, trail, street tree, and beautification services with the programs of other governmental agencies and voluntary organizations.
 - e. Understand the policies and functions of the Town park, street tree, open space, trails, and beautification programs.
 - f. Advise the Director of Parks and Public Works in the preparation of the annual budget for the parks, street tree, trails, open space, and beautification programs, and a long-range capital improvement program for these services.
 - g. Hold hearings on matters pertaining to park, open space, and trails sites, their acquisition and development, capital expenditures, and municipal activities in relation to parks.
- (4.) Not to affect powers of Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Parks Commission of any of the authority or discretionary powers vested and imposed by law in such Council. The Town Council declares that the public interest, convenience, welfare and necessity require the appointment of a Parks Commission to act in a purely advisory capacity to such Council for the purposes enumerated in this resolution.

BE IT FURTHER RESOLVED that Resolution 2002-103 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 5th day of January, 2003 by the following vote:

COUNCIL MEMBERS:

AYES: Sandy Decker, Diane McNutt, Joe Pirzynski, Mike Wasserman,
Mayor Steve Glickman.

NAYS: None

ABSENT: None

ABSTAIN: None

ATTEST:
/s/ Marian V. Cosgrove

CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

SIGNED:

/s/ Steve Glickman

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA